



Character Report Checklist

Within the Character Report, where copies are allowed, you will be instructed to upload documents as attachments. Where original documents are required, you will see instructions for mailing documents to the Committee on Character and Fitness. **Do not mail supporting documents until you have submitted and paid for the Character Report.**

Within five business days of your electronic submission, the following hard copies must be *received in our office* (submitted in a single submission):

[Declaration](#) (original, notarized)

[Authorization and Release](#) (original, notarized)

All other documents that you have not uploaded

The following are required to be submitted with your Character Report:

- ☐ 1. Documentation proving citizenship (photocopy of driver's license, passport, etc) or immigration status
- ☐ 2. Residence addresses for last ten years (or since age 21, whichever period is shorter)
- ☐ 3. DD214 (if discharged from military)
Documentation of military discipline
- ☐ 4. Dates of attendance and names of universities where any type of degree was earned
- ☐ 5. Dates of attendance and names of ALL law schools attended
- ☐ 6. Details of school discipline (lifetime)
- ☐ 7. Dates and outcomes of applications to the practice of law in other states
- ☐ 8. Dates and outcomes of applications to other professions (including the address of the licensing agency) (including, but not limited to, teacher, substitute teacher, pilot, accountant, engineer, general contractor, law enforcement officer, patent agent, insurance agent/broker, real estate, notary, legal document preparer, court reporter, fiduciary, physician, nurse, EMT, dentist, other medical providers, barber, beautician, pest control, etc.)
- ☐ 9. Details of any professional discipline (lifetime)
- ☐ 10. A full accounting of all activities (whether employed, in school, unemployed) for last ten years (or since age 21, whichever period is shorter)

- ☐ 11. Dates, employer names, current addresses and telephone numbers, job titles, supervisor names, and reasons for leaving employment for last ten years (or since age 21, whichever period is shorter)
- ☐ 12. Details of discipline or dishonesty in employment
- ☐ 13. Civil Actions (10 years): the pleadings (complaint) AND judgment (disposition) are required for ALL types of civil matters (divorce included)
- ☐ 14. Criminal Actions (lifetime):
 - From Law Enforcement: officer's narrative report
 - From Court: complaint, indictment, plea agreement (if any), disposition, sentence, (appeal, if any), and proof of satisfaction of all conditions imposed
- ☐ 15. Certified driving record from every state where licensed within the last ten years (documents cannot be more than 90 days old at the time of submission)
- ☐ 16. Traffic citations during last ten years: must complete our form, including name and address of law enforcement, name and address of court, location, infraction, detailed description of events that led to the citation, disposition
- ☐ 17. Debts: complete details regarding any credit card revocation, delinquent debt, default on any order of court, or failure to meet financial obligations (lifetime); must also include steps taken to bring account current
- ☐ 18. Bankruptcy: petition, schedules of indebtedness, discharge order, detailed explanation of the circumstances, including any steps taken to meet obligations and avoid filing
- ☐ 19. Three personal references (NOT listed elsewhere in Character Report)(name, address, telephone number, email, occupation, years known)
- ☐ 20. Three attorney/judge/law professor references (NOT listed elsewhere in Character Report) (name, address, telephone number, email, occupation, years known)